

Position Description

USAID Project Management Specialist (Equity and Inclusion Education Specialist)-FSNPSC-11

USAID/Nepal Education Development Office

BASIC FUNCTION OF THE POSITION:

The Equity and Inclusion Education Specialist works in a collaborative manner with the USAID Education Development Office's (EDO) six-person team and the larger USG Mission. S/he has the primary responsibility for the technical direction of portions of USAID/Nepal's \$19 million per year education portfolio, under the guidance of the EDO Office Director. The Equity and Inclusion Education Specialist provides expert technical input into the overall education program, especially from the perspective of advising on the issues, opportunities, and strategy in the education sector relating to gender equity, inclusion, and disability in Nepal. S/he plays a leadership role in developing strategies, engaging with stakeholders, designing activities, and managing programs, specifically focused on improving access to education and learning outcomes for marginalized children.

MAJOR DUTIES AND RESPONSIBILITIES

**% OF
TIME**

The Equity and Inclusion Education Specialist specific duties include, but are not limited to, the following:

The Education Specialist will carry out the following specific duties as listed:

Portfolio/Program Management & Oversight (60%)

- Serve as the USAID Agreement Officer's Representative (AOR) for the USAID's ongoing disability inclusive education activity, Reading for ALL (R4A) that aims to improve learning outcomes for children with disabilities. AOR duties include: programmatic and administrative oversight, financial analysis, monitoring of program activities, ensuring award compliance, providing technical guidance, approving annual work plans, MEL plans, and key personnel, and maintaining program files.
- Serve as Contracting Officer's Representative (COR) or AOR for USAID's education equity and inclusion activities that aim to reduce the number of out of school children, prevent drop out, and ensure equitable school environments conducive for learning for all children.
- Serve as the USAID/Nepal Activity Manager for USAID's adolescent girl and reducing child marriage activities. Activity Manager duties include: programmatic and administrative oversight, providing technical guidance, reviewing annual work plans and the MEL plan, supporting award compliance, conducting financial analysis, and maintaining program files.
- Conduct site visits for project monitoring and data quality assurance within Nepal;
- Oversee the process for project close-out and start-up, when and where appropriate.

Technical Leadership, Strategic Planning, and Program Design (30%)

- Participate and represent USAID in MOEST technical working groups (TWG) such as the Equity TWG and the Inclusive Education sub-TWG;
- Provide technical advice and direction in the areas of equity, access, and inclusion to ensure USAID's portfolio is achieving USAID and GON development objectives.
- Support the design and procurement of new activities and partnerships opportunities related to social inclusion and education;
- Draft, review, and edit documents (memos, cables, taskers, white papers, communications.) for internal and external review, including, but not limited to the USAID and Embassy Front Offices, USAID/Washington, and the Government of Nepal;
- Coordinate on budget with appropriate personnel on various technical and support teams to determine how Mission funds will be utilized for Education Office activities;
- Develop and maintain working relationships with other USAID/Nepal offices, other USG Agencies, and the Ministry of Science, Education and Technology (MOEST) and the Ministry of Women, Children, and Senior Citizens (MWCSC);
- Represent USAID/Nepal in meetings, seminars and conferences on education-related topics, locally, regionally and internationally;

Education Development Office Key Operations and Mission wide Activities (20%):

- Support EDO key operations; including participation in Mission budget reviews, portfolio reviews, operational plan development, monitoring and evaluation activities and reporting, communication activities, concept and activity design, reviews, evaluation and award of new activities;
- Support the development of Mission-wide assessments, strategies, and activity design
- Lead EDO participation in designated USAID Mission cross sector teams and/or serve as sector specific EDO POC to other Mission Offices
- Other duties as required

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- Education:** Bachelor's Degree in education, social policy, international development or other related discipline is required.
- Prior Work Experience:** The Equity and Inclusion Education Specialist must have a minimum of five years of progressively responsible professional and/or management experience in the education or child protection fields working with either INGOs, local NGOS or other Development Partners. The Equity and Inclusion Education Specialist must have experience in program design, management, and implementation of education or child protection programs. Demonstrated technical knowledge in the area of improving access to education for marginalized groups, inclusive education or child protection is required.
- Post Entry Training:** USAID-specific training on COR/AOR management, and USAID programming, conferences, or learning experiences in early childhood development, inclusive education, informal education, applied learning, vocational education workforce development and education leadership would be made available as practical.
- Language Proficiency:** Level IV in written and spoken English and level IV in Nepali. Must be able to speak, write and present in a concise and thoughtful manner on development programs and issues in both English and Nepali.

- e. **Job Knowledge:** Expertise in education or child protection is required, especially in the disability inclusive education, girls' informal education, and programs that target out of school children. In-depth knowledge of strategies, programs, and working methodologies in the education sector in Nepal, including the School Sector Development Plan, is required. Knowledge of USAID and other donor programs in the Nepal education sector is required. Broad contacts within Nepali education agencies, civil society, NGOs, and government would also be an asset. Knowledge of gender and inclusion principles and practices is required.
- f. **Skills and Abilities:** The Equity and Inclusion Education Specialist must be able to articulate his/her thoughts both verbally and written and both in English and in Nepali with expert interpersonal communication and negotiation skills. S/he can handle sensitive issues diplomatically and use good judgment when speaking on behalf of USAID. S/he has the ability to quickly analyze and synthesize data for decision making and reporting and can, with minimal supervision, prioritize and organize tasks to complete them quickly and efficiently while working collaboratively. S/he has the ability to troubleshoot, solve complex problems, and plan ahead. S/he has the ability to effectively manage complex mechanisms to ensure compliance with USAID regulations and the achievement of program objectives. S/he has program design, implementation, monitoring, and evaluation skills. While travel is required for field visits and to fulfill all duties, reasonable accommodations will be provided in the event of travel limitations.

The Equity and Inclusion Education Specialist must have demonstrated knowledge and experience advancing principles of equity, diversity, and inclusion both through development programming and in the workplace. The specialist must be able demonstrate knowledge and understanding of the terms diversity, equity, and inclusion. The specialist must be able to articulate how they have mainstreamed equity, diversity and inclusion in development programming. The specialist must be able to explain how they implemented and/or participated in activities that advanced equity, inclusion, and diversity in their place of work. S/he must participate in diversity, equity and inclusion trainings and demonstrate the ability to explain how they can effectively be integrated into development programming and the workplace environment.

POSITION ELEMENTS:

- a. **Supervision Received:** S/he reports directly to the EDO Office Director or designated team member.
- b. **Supervision Exercised:** The Equity and Inclusion Education Specialist does not currently supervise other staff, but has the ability to serve as the EDO POC in the absence of the Office Director and Deputy Director.
- c. **Available Guidelines:** Automated Directive Series, USAID guideline on effective operation of SO teams, Agency and Mission Education Strategic Plans, Mission Orders and various technical publications in the USAID Education Library.
- d. **Exercise of Judgment:** Frequently contributes to independent judgment and analysis and participates in Mission decision-making. Represents USAID and the US Mission to middle to high levels of the GoN, as well as to other donors, to NGOs and to contractors.
- e. **Authority to Make Commitments:** The Specialist exercises the authority given to all FSN/CCN Advisors, AORs/CORs, and Activity Managers, and may make administrative arrangements consistent with ADS guidance and Mission and Office policy. The Specialist takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought

when needed, and superiors informed of activity status. Within the scope of the authority delegated, the Specialist may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity, issue, or problem. The Specialist has no independent authority to commit the USG to the expenditure of funds but may negotiate *ad referendum* for the supervisor.

- f. **Nature, Level, and Purpose of Contacts:** High level political and civil service contacts with GoN. Frequent contact with I/NGOs up to the Executive Director level and with other donor representatives.
- g. **Time Expected to Reach Full Performance Level:** One year.